

BOMA SOUTHERN REGION AWARDS

MEMORANDUM

TO: Southern Region Local Association Presidents and BAEs

FROM: Linda Beauchamp, Shane Froman, Murray Greene, Steve Harrison
BOMA Southern Region Awards Chairs

SUBJECT: 2009/2010 Southern Region TOBY, Earth and Member of the Year Awards

DATE: November 18, 2009

In preparation for the judging of the Southern Region TOBY, Earth and Member of the Year Awards, following is important information. Please ensure this information is shared with the buildings that will represent your local association in the regional competition.

JUDGING

❖ Judging of the TOBY Awards and Member of the Year will occur remotely, giving every local the opportunity to participate. A call for judges will be sent out soon and we hope to have all Southern Region local federations represented. Anyone interested in being a judge should contact Steve Harrison at 404-427-2264 or via Email at sharrison@parmco.com. At a minimum, all candidates should have experience in judging TOBYs at the local level.

Remote judging will take place March 26th – April 2nd. Judges will be notified in advance by a group leader what category and timeframe they will be judging.

Deadline for completion of electronic submissions is March 19, 2010. Member of the Year portfolios are to be submitted electronically, so they must also be completed by March 5, 2010 in order to be eligible for judging. Please submit the PDF file to Laura Ragans at laura_ragans@manulife.com. The Outstanding Member of the Year requirements are attached.

All entries will be judged using the accepted guidelines as detailed in BOMA International's Web Page: <http://www.boma.org/Membership/Awards/>. In addition, details of each category and what is required to complete a TOBY Award online entry are also available on the website. It is essential all guidelines be followed exactly.

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ENTRANT INFORMATION

Entrants must be a Local Association Winner in the current year to enter the Regional competition.

CREDENTIALS and **ENTRANT INFORMATION** forms are attached and must be completed for each entry and returned to Linda's attention, no later than **FRIDAY, MARCH 19, 2010**. Each entry must have the two forms completed. Please copy the form if needed. Email, mail or overnight the two forms to:

Linda Beauchamp, RPA
Senior Property Manager
Cousins Properties
3445 Peachtree Road, NE, Suite 220
Atlanta, Georgia 30326
404-846-8294 - Fax

Email: lindabeauchamp@cousinsproperties.com

PHOTOGRAPH REQUIREMENTS FOR TOBY AND EARTH AWARD ENTRIES

- **Five photographs** of the building's exterior, a variety of shots preferred, **in high resolution**, (minimum 300 dpi) electronic format (**JPG**). The file name of each picture must contain the building's name (i.e. Bank of America Tower 1.jpg). **Again, please use the building entry name and a photo number as the name of each electronic photograph. For example: ABCBuilding1.jpg, ABCBuilding2.jpg, etc.**

All photographs will be used for the awards presentation being held on Saturday night, May 1, 2010 and will most likely not be returned.

Deadline for submission of each entrant's photos is FRIDAY, MARCH 19, 2010. Photos should be emailed to Shane Froman at sfroman@angus-systems.com.

PAYMENT INFORMATION

Regional/International Entry Fees – A total of \$350 in entry fees will be paid to BOMA International for each submission entering the regional competition. These fees will be collected during the online submission process. Fees are broken down as follows:

- A \$25 data-submission fee will be collected for each building added to the online system. Buildings may be added regardless of whether they have won at the local level or not. **Adding a building does not enter that building in the regional or international competitions.**

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- A \$275 entry fee must be paid in order to submit a building for consideration in the regional and international competitions.
- A \$50 Southern Region entry fee will be collected online along with the \$275 entry fee mentioned above.
- Utilizing the attached sheet, titled **2009-2010 Winning Buildings (example on page 7)**, BAEs should list the name of each entry that will be judged in the Southern Region competition.

Distribution and Deadline Recap:

- All entries (TOBY, Earth and Member of the Year) submitted no later than **March 19, 2010**. **Member of the Year entries in PDF format should be sent to Laura Ragans at laura_ragans@manulife.com.**
- 2009-2010 Winning Buildings' **spreadsheet and photos** e-mailed to Shane Froman by **March 19, 2010**.
- **Credential and Entrant Information forms** – emailed, mailed or faxed to **Linda Beauchamp** no later than **March 19, 2010**.

Please let us know if we can be of any further assistance. The Chairs' e-mail addresses are as follows:

lindabeauchamp@cousinsproperties.com

sfroman@angus-systems.com

mgreene@greene-realestate.com

sharrison@parmco.com

We appreciate everyone's hard work and dedication. Good luck to all of this year's Southern Region Entrants!!!

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CREDENTIALS FOR LOCAL TOBY AND EARTH AWARD WINNERS

This is to certify that: _____

Name of Building: _____

Was reviewed by the judging team appointed by the Local Award Committee of,

Name of Association: _____

Met all local criteria and won category of: _____

You must be a Local Award winner, in the current year to enter The Southern Region Awards.

Signature of Committee Chairperson: _____

Signature of Association President: _____

Date: _____

Local
Association
Seal¹

CREDENTIAL FORM

¹ If a Local Association seal is not present, write or type in the Local Association's information noting no seal exists.
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Southern Region

Outstanding Member of the Year

Honors a member of a local association who has demonstrated leadership skills, participated in local association activities as an officer or committee member, contributed time and talent to the local community, written articles on his/her field and shown an interest in keeping up to date by participating in educational programs. The award recognizes activity during the previous year, rather than service rendered over many years.

Eligibility

Must be a member in good standing of a Local Association, the Southern Region and BOMA International. Include: Length and membership in submission.

Submissions

***No entry fee is required**

1. Submissions must be in an 8 ½" x 11" portfolio or folder resume format.
2. Written descriptions to be submitted for each of the following criteria:
 - **Legislative Involvement** and activities participated on local and/or state levels. (1 – 15 points)
 - **Leadership Skills** demonstrated (this must include a letter from the local association describing these skills). (1 – 10 points)
 - **Articles Written** on commercial real estate that have been published (this could include local newsletters, etc.). (1 - 10 points)
 - **Elective Offices Held** in local association. (1 – 15 points)
 - **Participation in Local Association** - Cite specific number of committee involvement; local, regional or international. (1 – 15 points)
 - **Community Contribution** - time and impact to the local community. (1 – 15 points)
 - **BOMI Education** - Enrollment in the Real Property Administrator (RPA), Systems Maintenance Administrator (SMA), Facility Management Administrator (FMA) program and completed at least one course. (1 - 5 points). Earned Real Property Administrator (RPA), Systems Maintenance Administrator (SMA), and Facility Management Administrator (FMA) or Certified Property Management (CPM) designation. (1 - 15 points)
3. **Photograph:** One color photo (minimum 300 dpi) electronic format (jpg), emailed to Shane Froman at sfroman@angus-systems.com by March 19, 2010.

Judging

1. Judging will occur at the local level.
2. Portfolios of local winners will be submitted to the regional panel of judges.
3. Note: Members-At-Large Candidates should submit entries to Regional Vice President for judging.

Deadline

Local winners' will be judged online and must be completed by **March 19, 2010**. A PDF version of each Member of the Year entry is to be sent electronically to Laura Ragans at laura_ragans@manulife.com. Each Regional winner will be recognized at his or her Regional TOBY Awards ceremony and at the Annual Convention in June.

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BOMA (LOCAL ASSOCIATION) 2009-2010 Winners					
SOUTHERN REGION ENTRANTS					
Category	Building Name	Square Footage	Owner	Management Company	Manager
Under 100,000 Sq. Ft.					
100,000 – 249,999 Sq. Ft.					
250,000 – 499,999 Sq. Ft.					
500,000 – 1 Million Sq. Ft.					
Over 1 Million Sq. Ft.					
Historical Building					
Government Building					
Medical Office Building					
Corporate Facility					
Renovated/Modernized Bldg.					
Suburban Office Park (Low Rise)					
Suburban Office Park (Mid-Rise)					
Industrial Office Park					
Earth Award					